



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CIRCULAR LETTER

No.: 2022 - 9
August 16, 2022

TO : NATIONAL GOVERNMENT AGENCIES (NGAs); MODIFIED DISBURSEMENT SYSTEM GOVERNMENT SERVICING BANKS (MDS-GSBs); LANDBANK OF THE PHILIPPINES (LANDBANK), DEVELOPMENT BANK OF THE PHILIPPINES (DBP), AND PHILIPPINE VETERANS BANK (PVB); GOVERNMENT OWNED AND CONTROLLED CORPORATIONS (GOCC); AND SPECIAL ACCOUNTS IN THE GENERAL FUND

SUBJECT : IMPLEMENTATION OF ONLINE RELEASE OF NOTICE OF CASH ALLOCATION (NCAs) THROUGH THE ACTION DOCUMENT RELEASING SYSTEM (ADRS)

1.0 BACKGROUND

Anchored on Republic Act (RA) No. 8792 (Electronic Commerce Act of 2000), RA No. 11032 (Ease of Doing Business Act), and State of the Nation Address (SONA) Directive 2020-0071¹, the DBM transitions to the adoption of digital NCAs with the use of the Philippine National Public Key Infrastructure (PNPKI) of the Department of Information and Communications Technology (DICT).

After the implementation of the online release of SARO and ANCAI as provided under DBM Circular Letters (CLs) No. 2021-6 (Recognition, Use and Online Release of Digital Special Allotment Release Orders); 2021-8 (Online Release of Advice of Notice of Cash Allocation Issued/ANCAI) and 2022-3 (Expanded Implementation of Online SAROs and ANCAIs through the ADRS), the online release of NCAs will be implemented to enable efficiency in operations.

2.0 OBJECTIVE

2.1 This Circular Letter aims to:

2.1.1 Institutionalize the release of NCA in digital format directly to the authorized users of recipient MDS-GSBs; and

¹ Making Government Transactions Available Online dated August 5, 2020

- 2.1.2 Eliminate the unnecessary steps of printing, physically signing, routing and releasing the printed Action Documents to MDS-GSBs Liaison Officers.

3.0 SCOPE AND COVERAGE

- 3.1 This Circular Letter covers the use of the DBM ADRS by the following authorized users:
 - 3.1.1 DBM Users, whose access authority shall be limited to their defined coverages; and
 - 3.1.2 Users from MDS-GSBs, as approved by their Head or his/her authorized representative/s.

4.0 SPECIFIC GUIDELINES AND PROCEDURES

- 4.1 The DBM shall officially release/issue Digital NCAs, solely through the DBM ADRS. The printing of NCAs will be discontinued upon full implementation of this Circular Letter.
- 4.2 The NCAs should be available in the ADRS immediately upon the approval in the eBudget system.
- 4.3 **Registration in the DBM ADRS.** Users from MDS-GSBs shall follow the succeeding steps to register in the ADRS:
 - 4.3.1 The designated MDS-GSB officials shall submit the accomplished List of Authorized Users (Annex A) duly approved and endorsed by MDS-GSB Head or his/her authorized representative to the DBM Budget Technical Bureau (BTB) for validation.
 - 4.3.2 The BTB shall be responsible for the validation of the submitted List of Authorized User and their endorsement for ICTSS approval.
 - 4.3.3 New authorized users shall follow the succeeding steps to complete their registration.
 - 4.3.3.1 Access the DBM apps portal at <https://apps.dbm.gov.ph>.
 - 4.3.3.2 On the Login page, click on the "REGISTER NOW" button.
 - 4.3.3.3 On the 1st Account Registration page, fill up all the required fields.
 - 4.3.3.3.1 On the "Approving Officer Email" field, please use email of ictsshelpdesk@dbm.gov.ph. ICTSS will base the approval of the user registration on the endorsed List of Authorized Users.
 - 4.3.3.4 On the 2nd Account Registration page, enter the pre-defined coverage via the dropdown selections then click submit.

- 4.3.3.5 Wait for the confirmation message informing that the registration has been completed.
- 4.3.3.6 The DBM ICTSS will approve new account registration based on the validated List of Authorized Users.
- 4.3.3.7 Wait for the e-mail notification to the e-mail address indicated for the approval of the newly-registered account.
- 4.3.4 In case of change of authorized users, the Head of MDS-GSBs or his/her authorized representative, shall, within three (3) working days, inform the DBM in writing, of such change. Consequently, new authorized users shall be required to undergo the same registration process and the replaced users' accounts shall be deactivated.
- 4.3.5 The process flow for the user registration for online release of NCAs is provided in Annex B.
- 4.4 **Downloading of NCAs from the DBM ADRS.** Users shall follow the succeeding steps to download the digital documents:
 - 4.4.1 Login to the DBM Apps Portal at <https://apps.dbm.gov.ph/login> using the user's registered account.
 - 4.4.2 Locate and click the "DBM ADRS" icon on the application portal.
 - 4.4.3 Click the Request for New OTP button. Fill in a one-time password (OTP) which will be sent to the registered email address; input and submit the OTP in the OTP Validation page.
 - 4.4.4 Click Coverage underneath the user's registered account. Then choose the applicable Department / Agency / Implementing Unit.
 - 4.4.5 On the DBM ADRS dashboard, click "Downloads," then "NCA", as applicable, located on the top right area of the page.
 - 4.4.6 On the Downloads page, choose the budget year, click "Retrieve" to refresh the list of NCAs.
 - 4.4.7 After locating the desired NCAs from the list, click on its corresponding action button represented by the underlined arrow down icon, and select "NCA" from the dropdown.
 - 4.4.8 Download the digital NCAs.
- 4.5 The dissemination of the downloaded, as well as printed, digital documents shall be limited only for the original purpose it was made or issued.

5.0 RESPONSIBILITY AND ACCOUNTABILITY

The following are the roles and responsibilities of the DBM and MDS-GSBs in the implementation of the DBM-ADRS which shall be covered by pertinent Memorandum of Agreement (MOA) between the DBM and the MDS-GSBs:

- 5.1 The DBM shall be responsible for the following:
 - 5.1.1 Approval and validation of user registration including the authorized coverage;

- 5.1.2 Regular or Daily uploading of digital copies of NCA and attachments, if any, to the DBM ADRS;
 - 5.1.3 Administration of the One-Time Password (OTP) for access controls;
 - 5.1.4 Establishment of reporting and monitoring controls, if necessary;
 - 5.1.5 Provision of timely and effective client support and application maintenance; and
 - 5.1.6 Issuance of clarificatory/supplemental guidelines and provision of system updates and developments, if necessary.
- 5.2 The MDS-GSBs shall be responsible for the following:
- 5.2.1 Submission of necessary requirements and authorized agency email addresses for user registration;
 - 5.2.2 Adoption and implementation of the pertinent internal guidelines and responsive internal controls on the use of the ADRS;
 - 5.2.3 Downloading, printing, and use of digital documents for the intended or original purpose **within the day upon release of the documents in the ADRS;**
 - 5.2.4 Compliance with reporting requirements of the DBM;
 - 5.2.5 Prompt reporting of issues, upon their occurrence through lodging tickets with the DBM ICTSS Helpdesk; and
 - 5.2.6 Provision of feedback on system implementation through client evaluation forms and feedback gathering activities to serve as basis for improvement.

6.0 TRANSITORY PERIOD

- 6.1 Starting October 2022, the DBM ADRS shall be available to the following MDS-GSBs for the implementation of the online release of NCAs:
- a. Landbank of the Philippines (LANDBANK);
 - b. Development Bank of the Philippines (DBP); and
 - c. Philippine Veterans Bank (PVB).
- 6.2 The foregoing MDS-GSBs are required to submit the initial list of authorized users, as applicable, following the prescribed format in Annex A on or before June 25, 2022. Registration of authorized users and sessions of online training on the use of the DBM ADRS shall be scheduled in **August 2022.**
- 6.3 Upon completion of the online training and the execution of the corresponding MOA between the DBM and the MDS-GSBs, the NCAs of MDS-GSBs shall be released digitally through the DBM ADRS.
- 6.4 For the continuous improvement of the DBM ADRS, a "Kumustahan" Session with the ADRS users of MDS-GSBs shall be regularly scheduled on a quarterly basis upon the full implementation to solicit valuable feedback from the users.

7.0 TECHNICAL SUPPORT

For technical concerns, authorized users are requested to contact the DBM ICTSS helpdesk at ictsshelpdesk@dbm.gov.ph.

8.0 REPEALING CLAUSE

All provisions of existing guidelines that are not consistent with this Circular Letter are hereby revised, modified and/or repealed accordingly.

9.0 SEPARABILITY

If any provision of this Circular Letter is declared void or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

10.0 EFFECTIVITY

This Circular Letter shall take effect immediately.



AMENAH F. PANGANDAMAN
Secretary, DBM

Department of Budget and Management–Action Document Releasing System

List of Authorized Users for (MDS-GSBs) _____

Name	Position/Office	e-Mail Address	OTP User? With downloading Access (Yes/No)

Prepared By:

Reviewed By:

Approved By:

Budget Officer /
Equivalent MDS-GSB
Staff

Finance Director /
Equivalent MDS-GSB Head

Agency Head /
Head of MDS-GSB

To be filled up by the DBM:

Checked By:

Endorsed By:

DBM CPRU

DBM BTB Director

*Any other agency who will be using the DBM ADRS in its oversight function shall add a column to the foregoing table to specify the agency coverage of a specific user.

ANNEX B: PROCESS FLOWCHART FOR USER REGISTRATION IN ADRS (Online NCA)



